

TREASURY DOCUMENTATION**Subject**

Parking Validation, Business Visitors to Treasury Building

For

EMPLOYEE HANDBOOK

Also See

PT-03168

Identification

9/1-9/2

PT-03167

Procedure

Effective

11-1-2000

Through

11-1-2002

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Replaces

PT-03167 (5-1-1998)

WHO**WHEN****ACTION***Page 9/1*

Treasury Host

REVISED**⇒⇒⇒**

Notes: Treasury has established an account for parking validation at the Michigan Library and Historical Center (MLHC). This account is set up to allow “invited visitors” who are conducting business in the Treasury Building to park nearby at no cost. Vendors conducting normal business are not considered “invited visitors” for this purpose.

Visitors will not be charged for parking at the MLHC when they present a validated parking ticket to the parking lot attendant. Treasury is billed monthly for accumulated parking costs.

Sees Procedure PT-03168, page 9/3 in this Handbook, for parking validation for Treasury employees stationed outside Treasury Building who are conducting business in the Treasury Building.

Each bureau, office or division must designate one staff person to bring parking tickets to Finance and Accounting Division for validation.

**Inviting
Business-Related
Visitor to
Treasury**

1. Instructs visitor to park in the MLHC lot located at 717 W. Allegan.
2. Instructs visitor to bring parking ticket from the MLHC to the Treasury Host on the day of visit.

Visitor Arrives

3. Receives parking ticket from visitor and gives it to Bureau/Office/Division Designee.
4. Initials back of parking ticket to indicate it is appropriate to validate and returns to employee.
5. Takes parking ticket to Secretary, Finance and Accounting Division.

Bureau/Office/
Division
Designee

Initials**Signature**

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WHO**WHEN****ACTION***Page 9/2*Secretary, Finance
and Accounting
Division

6. Stamps parking ticket and embosses to validate.
7. Logs the following information on the Validation Log:
 - A. Date
 - B. Visitor's name
 - C. Host Bureau/Office/Division
 - D. Parking ticket number
 - E. Time of arrival.

Bureau/Office/
Division
Designee

8. Returns validated parking ticket to visitor.
9. Advises visitor to present validated parking ticket to MLHC parking lot attendant.

End